



MCBH



Installation Personnel Administration Center



4th Quarter

[MCBH IPAC Public Website](#)

November 2014

Mission

The mission of the IPAC MCBH is to provide personnel administrative support to all Oahu based Marine Corps commands by developing processes that result in outstanding services to Marines and their families.

Vision

To be the premier IPAC of the Marine Corps, by pioneering the integration of our people and technology for the 21st century.

Motto

Pioneering the future of administration

A message from the IPAC Director

Aloha,

I am honored to serve as the IPAC Director for the Marines, Civilians, and the family members located in the Hawaii area of responsibility. The IPAC staff is always looking for ways to improve the level of customer service provided. Through our ongoing efforts of providing outstanding administrative support, we continue to refine processes and procedures in order to enhance the communication between the IPAC and the commands. Effective communication is vital in order to meet the requirements necessary to provide quality administrative support to individual personnel as well as to the command. Combining the IPAC efforts with the command's efforts will enable Marines, their families, and the commands to focus on current and upcoming unit commitments. We welcome feedback on your experience with the Hawaii IPAC. Please share what we may be doing correctly, and/or what we may be able to improve. Your feedback may be provided via an ICE comment.

Mahalo!

Semper Fidelis

Cynthia Douglas
Chief Warrant Officer 4
Director, IPAC, Marine Corps Base Hawaii

**IPAC (Bldg
1043)**

Hours of Operation

257-8566

0730 – 1630 Monday – Friday

Closed

1300 – 1630 Thursday (PME/Field Day)
Sat, Sun & Holidays

Customer Support Branch (1ST Deck)

(808) 257-3568

FAX 257-3220

Outbound Support Branch (2ND Deck)

(808) 257-2392

FAX 257-1579

Command Support Branch (3RD Deck)

(808) 257-2377

FAX 257-1795

Operations Branch (3RD Deck)

(808) 257-2329

FAX 257-2400

IPAC SharePoint Site

IPAC Marine Corps Base Hawaii has established a SharePoint site for communication between the IPAC, the supported Unit Administrators, Battalion/Squadron Commanders, Sergeants' Majors, Company Commanders, and First Sergeant/Senior Enlisted Advisors. The SharePoint allows the IPAC to communicate any current and future actions required by the member and/or the command in order to ensure the update/accuracy of the Marine's personnel records. The content is updated weekly.

Customer Support Branch

TAKING ANNUAL LEAVE IN EXCESS OF 30 DAYS?

If you are going on leave for more than 30 days and are staying on island ensure to select the (Annual Leave O/S) option from the drop down box in your leave request via Marine Online. If you do not select this option you will be subject to a Cost Of Living Allowance checkage, upon your return from leave; once it is reported to your record.

ARE YOU MARRIED TO ANOTHER ACTIVE DUTY MEMBER?

JTR Table 10C-1 Note 4 states: When married members have no other dependents and are separated from living together, each is treated as a single member without dependents. You must request for Basic Allowance for Housing without dependents through your commanding officer to the Installation/Base Commander for approval.

ARE YOU FROM OR DO YOU PAY TAXES IN THE FOLLOWING STATES?

Arizona; Connecticut (not living in the barracks); Illinois; Missouri; Montana; New Jersey (not living in the barracks); New York (not living in the barracks); Ohio; Oregon; and West Virginia are eligible to be exempt from paying state taxes. If you haven't filled out a W-4 and DD Form 2058-1 for the 2015 calendar year, please contact the Customer Support Branch no later than 15th day of the month in order to begin the exemption for the following month.

DID YOUR DEPENDENTS TRAVEL AFTER YOU WHEN YOU PCS'D TO HAWAII?

All Marines who elected to have their dependents arrive after executing Permanent Change of Station Orders (PCSO) are required to submit a supplemental travel claim. For more information regarding supplemental travel claims, please contact Customer Support Branch at 257-2683.

IS YOUR DEPENDENT LEAVING THE ISLAND FOR MORE THAN 30 DAYS?

JTR CHAP 9 PAR 9130 states: When any dependent returns to the Continental United States (CONUS) for a temporary period over 30 consecutive days the Cost of Living Allowance (COLA) payment beginning on the 31st day is reduced to the number of dependents remaining at the duty station.

If your dependent is leaving the Hawaiian Islands for more than 30 days or extends their stay in CONUS please come in to this Branch with a copy of your dependent's flight itinerary. We will adjust your COLA to the appropriate amount; preventing any future overpayments.

RECENTLY PROMOTED TO STAFF SERGEANT?

According to the new Bachelor and Family Housing Order; **MCO 11000.22:** Single/Divorced personnel in the rank of Staff Sergeant and above may now elect to reside off base and receive BAH without dependents. Staff Sergeant and above **are not** required to gain approval from the Installation Commander prior to residing off base.

For more information regarding document requirements please contact Customer Support Branch at 257-2411.

HAVE YOU MADE AN ELECTION FOR THE CAREER STATUS BONUS (CSB/REDUX)

Members who entered the service after July 31, 1986 are given a choice of electing to receive or not receive the CSB upon reaching 15 years of active military service. Members are identified when they complete 14 ½ years of active military service.

If you elect to receive the CSB you would receive a \$30,000 bonus (minus appropriate Federal/State Taxes) at your 15 year mark, electing the money would result in a reduced retired pay.

It is important to be aware of the effects electing to retire under CSB/REDUX will have on your retired pay. More information may be found at the below link and via your chain of command.

<http://www.dfas.mil/retiredmilitary/plan/estimate/csbredux.html>

Whether electing or declining to receive the CSB, you must contact your unit admin to complete the necessary documentation routed via the proper authorizing official in accordance with your election prior to IPAC's action.

Outbound Support Branch

Separations

The following Transition Readiness Seminar (TRS) classes are available:

Dec:
1-5
8-12

Once TRS is complete, the DD2648 will be signed by TRS personnel and uploaded into their website:

<https://dmdc.osd.mil/tgps/>.

Capstone is the second portion of the TRS class that is completed at a later date. It is conducted every Tuesday at 1100 in the Education Center. You will need to get the DD2958 signed by TRS personnel and the Commanding Officer. TRS and Capstone, along with DD forms 2648 and 2958 must be completed prior to executing orders.

RETIREMENTS REMINDER

If you are approaching your retirement date or are transferring to the Fleet Marine Corps Reserve (FMCR), an Appendix J found in MCO P1900.16 dated 26 November 2013 can be turned in to IPAC within the 14-4 month window of your requested retirement date. For periods outside of this window, submit an AA form via your local S-1 for submission to HQMC. If you are applying for the Temporary Early Retirement Authority (TERA), an AA form must also be completed and turned in to your S-1. Please refer to MARADMIN 251/14 to ensure you qualify.

MARADMIN 170/14

CLARIFICATION TO TRANSITION PERMISSIVE TEMPORARY ADDITIONAL DUTY (PTAD) IN SUPPORT OF DRAWDOWN:

Officers and Enlisted Marines with an approved separation through Force Shaping Programs such as Voluntary Separation Pay (VSP) Program, Officers Voluntary Early Release (OVER) Program, Company Grade Early Out Program, Voluntary Enlisted Early Release Program (VEERP) are authorized up to 30 days at the Commander's discretion. Involuntary separation for Marines denied further service/promotion or those approved for Full/Half Separations pay may be authorized: Please refer to the MARADMIN for additional information and visit your local S-1 for additional assistance.

MARADMIN 384/14

TRANSITION READINESS GUIDANCE UPDATE:

If you serve 180 continuous days or more on active duty, you must perform mandatory pre-separation counseling (DD2648), VA benefits briefing, Department of Labor Employment Workshop (unless limited or exempted) and Capstone (DD2958). This requirement also pertains to Reserve Component Marines. The DD2958 must be signed by TRS and the Commanding Officer. If your documentation is incomplete, you will be returned to your Commanding Officer, without exception.

Orders

The following PCS Workshop dates are available

Dec
10

The PCS & Moving Workshop is mandated training for all Marines executing a PCS move. MCO 1754.12 "Relocation Assistance Program (RAP)" and MCO 1320.11F "Marine Corps Sponsorship Programs" provide specific guidelines for personnel to attend the workshop within 60-90 days of PCS'ing. The MCBH's RAP provides two Workshops during the busy PCS Season. Reservations are required to participate so prior planning is a must. To attend any of the remaining 2014 Workshops, contact the RAP at 257-2653.

Important Notes

For all Marines that will be departing the island, either through separations or PCS, please ensure you report to IPAC at least 60 days prior to your departure. This will enable us to serve you better, and allow enough time for you to schedule your HHG move.

Per the Base SgtMaj, all Marines will be in the uniform of the day in order to check out.

Command Support Branch

TAD Excess (30 days+)

If you are away from your unit for over 30 days, assigned Temporary Additional Duty orders, it is important that you visit the IPAC prior to departure. We will conduct an audit of your official record and ensure your Record of Emergency Data and/or Servicemembers Group Life Insurance is updated. The TAD audit will also allow us to assist your command in facilitating accountability and ensuring you receive the correct pay entitlements associated with your TAD trip. Please bring a copy of your DTS orders/locally generated TAD Orders when checking out for TAD.

Upon return, it is equally important that you check in with the IPAC within 5 business days to ensure your personnel records are updated and pay entitlements are correctly reported. Ensure to bring a copy of your completed DTS Travel voucher and/or the reporting endorsement from your parent command.

If you are unable to check out / check in at the IPAC, please notify your unit S-1 at the earliest opportunity. Again, TAD Excess check in / check out is of importance to ensure you receive accurate pay entitlements and documenting your TAD command/status, for any future awards that may be entitled to you.

Promotions

Attention all Lance Corporals, Corporals, and all Leaders...

DID YOU KNOW?

All training data required for promotion to Corporal or Sergeant is entered into a "promotion quarter" in your official record by a specific cutoff date. When planning to complete your next Annual Range Training, Physical Fitness Test, Combat Fitness Test or PME, take the following Composite Score Data Element Cutoff Dates into consideration:

Promotion Qtr

Jan, Feb, Mar
Apr, May, Jun
Jul, Aug, Sep
Oct, Nov, Dec

Cutoff Date

20 November
20 February
20 May
20 Aug

August, September promotion quarter. If he/she runs the PFT on 21 May, the new PFT score will NOT take effect until October, November, December promotion quarter even though he/she will have fulfilled the PFT requirement for the first half of the calendar year.

If you suspect you rate a different composite score than what you currently have in the system due to training data being entered late, please contact your unit S-1 for support.

Deployments/Exercises

AUDITS

Are you deploying soon? If so, we understand pre and post deployment can be just as stressful to individual Marines and their families as the actual period of deployment. Per USMC policy, all Marines are required to complete an audit 60 days prior to and after deployment. The scheduling of your audit is arranged through your S-1 and will be conducted as a unit in order to save you and your unit precious time.

LEAVE AND EARNINGS STATEMENT

It is highly recommended you conduct a monthly review of your LES through MyPay. By doing so, you can personally verify and ensure that your pay entitlements, deductions, and/or allotments are correct before, during and after deployment. This is good practice for all Marines regardless of pay grade. If any discrepancies, please get with your S-1 so they may assist.

AVOID GETTING OVERPAID

If you are getting ready to deploy or you are currently deployed and you decide to send your spouse and/or children off island for a period of more than 30 days please contact IPAC to ensure your record is accurate to avoid any overpayment of COLA/BAH/BAS entitlements. Please provide a copy of your dependent's flight itineraries and/or plane ticket stubs as source document. Reminder, overpayments can lead to recoupment of government money owed (checkage), which may lead to financial hardship!

E-Record Updates

TATTOO PROCESS IN ESR

MMSB is receiving administrative remarks (page 11 entries) that consist of pictures and descriptions of tattoo photos as update material to the electronic service record (ESR).

In accordance with MARADMIN 029/10, Marines and commands had the opportunity to submit documentation of tattoos that did not meet Marine Corps tattoo policy. This documentation was to be completed by 1 June 2010, so that those Marines not in compliance with the policy would be grandfathered. Currently there are no requirements to take nor submit tattoo photos to the ESR. If a Marine is not in compliance with the Marine Corps tattoo policy, the command needs to take appropriate action. If the Marine / tattoo complies with the policy - no requirement to document the Marine's tattoo(s). Effective immediately, MMSB will take the following action regarding tattoo administrative remarks that are sent for update to the ESR:

1. Tattoo updates scanned and submitted via the input module will be deleted and not processed.
2. Tattoo updates sent to the organizational mailbox or mailed will be destroyed and not added to the ESR.
3. If the command / Marine can attest that the Marine's tattoos existed prior to 1 June 2010 and due to administrative and/or command error the documentation did not get submitted or added to the paper field record/ OMPF, MMSB will process the updated material to the Marine's ESR. These requests (tattoo documentation and attestation) should be submitted electronically to the MMSB help desk (smb_mmsbhelp_desk@usmc.mil).

For related questions, you may contact the IPAC OPERATIONS section at (808) 257-2400.

OMPF Info

OMPF CORRECTIONS

All corrections to remove or change documents within the OMPF must be submitted directly to MMSB. IPAC does not have the ability to alter or change anything within a Marines Personnel File.

Marines can contact the OMPF Section at: SMB.Manpower.MMSB@usmc.mil. Or phone (703)784-5675, Quantico VA.

PERSONAL AWARDS

Navy and Marine Corps Achievement Medal and above to include all DOD/Joint Personal Awards and Other Service personal awards are not accepted for submission through the local IPAC for OMPF update. These awards must be submitted directly to HQMC Awards MMMA.

Marines can scan the certificate and email it to the following: SMB_HQMC_Pers_Awards@usmc.mil. Joint and Other Service awards will also be emailed to that address with a scanned copy of the permanent order, citation and certificate issued from the Joint/Other Service Command.

Points of Contact

IPAC Director:

Comm: 808-257-1471

IPAC Deputy:

Comm: 808-257-1466

IPAC SNCOIC:

Comm: 808-257-1469

Customer Support Branch**OIC:**

Comm: 808-257-3318

Customer Support Branch**SNCOIC:**

Comm: 808-257-1582

Outbound Support Branch**OIC:**

Comm: 808-257-1865

Outbound Support Branch**SNCOIC:**

Comm: 808-257-2401

Command Support Branch**OIC:**

Comm: 808-257-1440

Command Support Branch**SNCOIC:**

Comm: 808-257-1867

Operations Branch**OIC:**

Comm: 808-257-1864

Operations Branch**SNCOIC:**

Comm: 808-257-0415

Helpful Links

MCBH

<http://www.mcbhawaii.marines.mil>

IPAC

http://www.mcbhawaii.marines.mil/Departments/Manpower_PersonnelAdministration/InstallationPersonnelAdministrationCenter.aspx

IPAC SharePoint Page (Requires MCEITS Account)

<https://eis.usmc.mil/sites/mcbhmpa/IPAC/default.aspx>

Marine Online

<http://www.mol.usmc.mil>

MyPay

<https://mypay.dfas.mil/mypay.aspx>

TSP

<http://www.tsp.gov/>

DEERS Enrollment Verification

<https://www.dmdc.osd.mil/appj/address/index.jsp>

BAH, BAS, COLA, etc.

<http://www.defensetravel.dod.mil/>

MCAAT (Information for Administrators)

https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MIMCAAT/administrators

Post 911 MGIB

https://www.dmdc.osd.mil/appj/agentsso/LoginSelect.jsp?goto_url=%2FTEB%2Findex.jsp&modules=DFAS,FAM,CAC

OMPF is now available via MOL

https://tfas.mol.usmc.mil/OMPF/help/ompf/official_military_personnel_file_home.htm

The IPAC is better organized due to the feedback we receive from Marines and their family members so please let us know how we are performing by annotating your comments in the Interactive Customer Evaluation System.

